

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**MEDIA SUPERVISOR - ADVANCED**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future technical supervisory positions which are responsible for the design, construction, operation, and/or maintenance of advanced telecommunications systems. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are technical supervisory positions which are responsible for telecommunications system design, construction, operation, and maintenance, or other areas of complex telecommunications activities. Positions in this classification meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are more appropriately classified as Media Supervisor
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## II. DEFINITIONS

### **MEDIA SUPERVISOR - ADVANCED**

The positions in this classification are technical supervisory positions which are responsible for telecommunications system design, construction, operation, and maintenance, or other areas of complex telecommunications activities. Positions are responsible for supervising broadcast operations, maintenance and/or production; or the operation and maintenance of the full range of functions at a telecommunications headend facility or at a major facility combining both transmission and production.

#### **Radio**

Positions are responsible for supervising all maintenance, production and operational activities involved in the day-to-day operation and maintenance of transmitter, satellite and microwave equipment; audio production studios; at the headend of a broadcast radio network or at a major facility combining both transmission and production.

#### **Television**

Positions allocated to this class in television broadcasting normally function in one of the following areas of specialization:

Chief Engineer: Responsible for all operations and maintenance at a major transmission facility.

Communication Arts: Schedule facilities, manpower, and equipment to meet production, film/tape transfer, editing, and maintenance needs of the Communications Arts department.

Maintenance: Responsible for day-to-day preventative and corrective maintenance of all electronic equipment associated with the WHA-TV production facility and transmitting plant. Design specialized devices that are unavailable commercially.

Production: The production supervisor monitors all studio production activities to maintain technical quality and ensure the most efficient utilization of facilities and personnel.

Remote: Responsible for the technical pre-production planning, set-up, and operation of a remote production facility.

Chief Engineer for a network headend: Work performed affects not only the facility at which the position is headquartered, but also at subordinate full power facilities which are fed by the headend equipment.

Chief Engineer for a major production facility: Work performed includes supervision of other Media Supervisors; coordination and quality control of production activities with university departments, regional

and national television networks, and other clients; technical consultation with other university departments and production facilities; and all operations and maintenance at a major transmission facility.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective March 12, 2000 and announced in Bulletin CC/SC-109 to describe technical supervisory positions which are responsible for telecommunications system design, construction, operation, and maintenance, or other areas of complex telecommunications activities.

WAM  
81280